

## **SCANS COMPETENCIES**

Effective workers can productively use:

### **RESOURCES**

- Allocating time, money, materials, space, and staff.

### **INTERPERSONAL SKILLS**

- Working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds.

### **INFORMATION**

- Acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information.

### **SYSTEMS**

- Understanding social, organizational, and technological systems, monitoring and correcting performance, and designing or improving systems.

### **TECHNOLOGY**

- Selecting equipment and tools, applying technology to specific tasks, and maintaining troubleshooting equipment.

## **FOUNDATION SKILLS**

### **BASIC SKILLS**

- Reading, writing, arithmetic and mathematics, speaking, and listening.

### **THINKING SKILLS**

- The ability to learn, to reason, to think creatively, to make decisions, to solve problems.

### **PERSONAL QUALITIES**

- Individual responsibility, self-esteem and self-management, sociability, and integrity.